



Community Development
10000 Centennial Parkway
Sandy, Utah 84070
Telephone # (801) 568-7250
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Conditional Use Permit Requirements

Revised December 2007

Information Required For a Complete Submittal

1. _____ **Completed General Development Application Form** - Include proof of ownership of property or proof that applicant is a certified agent for property owner.
2. _____ **Dimensioned Site Plan** that includes the following information (where applicable):
 - a. Location of building(s) (with setbacks shown).
 - b. Parking, landscaping, storage and garbage areas.
 - c. Location and profiles for any proposed signs.
3. _____ **Meeting/Discussion** shall be conducted with residents within the notification area. Contact your area neighborhood coordinator first to schedule a meeting time. Your letter, as indicated in item #4, should describe the general attitude/concerns your neighbors may have regarding this request and action taken by you to mitigate concerns. Your neighborhood coordinator is:

Name _____ Phone _____
Address _____
4. _____ **Letter Describing the Proposed Conditional Use** to the Planning Commission and reasons or justifications for the granting of such use. This letter should explain the nature of the business, business hours, traffic impacts (if any), etc. to assist staff and the Planning Commission better understand the request. The letter should address why the Conditional Use will not be in contrast to the public interest and whether or not the proposed use will be in keeping with the character of the existing zoning of the area. Refer to the Home Occupation Ordinance and describe all sections that apply to your request.
5. _____ **Legal Description of Property** (when applicable)
6. _____ **Building Plans** (when applicable)
7. _____ **Other Information** which will aid the Planning Commission in making a proper determination (as may be determined by the Planning Staff):
8. _____ **Copy of Property Plat** of the area (when applicable). This information is available from the Salt Lake County Recorder's Office located at 2001 South State Street, Government Center, North Building, Salt Lake City, Utah.
9. _____ **Names and Addresses of all Property Owners of Current Record**, including your own, within 300 feet in all directions of the proposed project area, typed on mailing labels. (This information is available from the Salt Lake County Recorder's Office, 2001 S. State St.)
10. **Filing Fees:** _____ **\$75.00** - for projects that do not require Site Plan Review. (Verify fee with Staff)
_____ **\$100.00** - for projects that will require further Site Plan Review. (Verify fee with Staff)

Appeals of Conditional Uses:

- _____ **1/2 of original fee** - for reconsideration of conditions by Planning Commission.
- _____ **1/2 of original fee** - for appeal of an approved Conditional Use to the City Council